

## PERSONNEL POLICIES--PEDIATRIC CYTOGENETICS LABORATORY

The Pediatric Cytogenetics Laboratory is a service laboratory. The studies performed in the unit are for patient care; therefore, the uppermost objective is to work efficiently, accurately, rapidly, and pleasantly. The results must assure accurate diagnoses. Each person involved in this work has a very important and responsible job.

### Personnel

1. The work day is an 8-hour one, with one hour for lunch and two 15-minute breaks that may be spent as the individual wishes, including times used for visiting friends and for personal telephone calls.
2. The work schedules will be approved by the Director.
3. When one is ill, the Director will be notified by that person and he will inform other personnel of their absence.
4. Vacation time will be approved in advance and no two persons can be absent from the lab at one time.
5. A maximum of three weeks vacation can be taken at any one time by any individual who has acquired five weeks annually. It is preferable that two weeks or less be taken consecutively. For anyone who has acquired less, a maximum of two weeks can be taken at one time.
6. Overtime is not allowable since there are no funds available.
7. Compensatory time can be earned only with the express permission from the Director and must be taken within the following two weeks.
8. Sick leave policies are those of the hospital.
9. All health records are maintained by University Health Service. All technicians undergo the anti-hepatitis inoculation program.
10. There will be no eating or cooking in the laboratory. Personnel may drink coffee, etc. in the karyotype foyer.
11. Personnel must arrange their schedule so that someone is present in the lab from 8:00 A.M. to 5:00 P.M. to accept samples and to answer the telephone (except from 12:00 noon to 1:00 P.M.).

12. Each person has the responsibility to maintain an atmosphere that is conducive to good working relationships with both patients and other personnel.
13. Since it is necessary to concentrate to perform the studies accurately, each individual must help assure a quiet, professional atmosphere.
14. The Director bears the final responsibility for the success and failure of the lab and is therefore the final authority.
15. There will be performance appraisals on each person on a yearly basis. These will be based on the following and the evaluations will be placed in the personnel file after discussion with the appropriate individual.
  - a. How does the individual perform?
  - b. How does the individual act in the laboratory in relation to personnel?
  - c. How does the individual act in the laboratory in relation to patients?
  - d. Is the individual observing the safety precautions that have been set?
  - e. Is the work acceptable?
  - f. Does the individual consider his or her job important?
  - g. Is the individual dependable in regard to his/her time on the job?
  - h. Does the individual organize his/her time well?
  - i. What are the aspects of the individual's work that are commendable?
  - j. Does the individual need constant guidance?
  - k. What areas need improvement by the individual?
16. Personnel are offered the opportunity for inservice education and are expected to improve their professional performance as a result. Records are kept by each person in this manual of their inservice training. It should be added to their summary of experience and training as it is acquired.
  - a. General-Hospitalwide. Various appropriate hospital seminars

shall be attended by personnel. A weekly schedule of such seminars is posted.

- b. Division Inservice Education. There is a weekly planned conference of laboratory personnel and the director. This may include discussion of any number of areas including procedures, safety precautions, review of articles, quality control, review of inspections, study of new procedures, and interchange of information.
  - c. Personnel may attend classes offered at UTMB with permission of the director.
  - d. Personnel are encouraged to attend scientific meetings in Galveston.
  - e. Various off-campus programs will be obtained to improve cytogenetic abilities of all personnel.
17. Authorization for Patient Procedures. No laboratory personnel are authorized to perform any procedure on any patient.
18. Suggestions are welcomed from each person regarding improvements in any area of laboratory involvement.

### **Meal Times**

- 1. A minimum 30-minute lunch time without pay is added to the day shift schedule. One hour may be scheduled and added to the shift schedule.
- 2. Lunch time is provided four hours or greater into the worked shift.
- 3. On the evening, night, weekend and holiday shifts fewer people are scheduled for the workload. Meal times are not scheduled for these shifts. Employees are expected to eat whenever they determine the work load allows. The employee will eat in an area near the laboratory where they are accessible if needed.

## Breaks

1. Two 15-minute breaks are allowed by the department if the work volume permits. Breaks are provided by the department to allow the employee a brief rest.
2. A break may not be combined with lunch or other breaks.
3. Break time can not be compensated for or accumulated.
4. Break times may be taken after one hour from the start of the shift and to within one hour of the end of the shifts; the individuals are to assess and organize their work load at the beginning of the shift and assure adequate staffing at the end of the shift for cleaning, restocking, and last minute work.

## Special work schedule arrangements

1. An employee who requests an adjusted work schedule to attend academic classes must submit the request in writing to the Division Manager for approval.
2. The request cannot compromise the laboratory's timely service to the patient.
3. The time must be within the pay period of the current roster and be within the FLSA guidelines for the pay classification.
4. A copy of the adjusted schedule and the dates will be submitted to the Vice Chairman for review and placed in the employee's file.

**REFERENCE:** Handbook of Operating Procedures, Section 3, Human Resources Policies 3.7.10, 3.7.11.

TELEPHONE NUMBERS - PEDIATRIC CYTOGENETICS PERSONNEL

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